Indicative timeline for the advanced foundation trust assessment process

Approximately 3 months

Approximately 1 month

	Preparation period	Assessment Process	Approval
Key milestone to start	**Trust informed by NHS England regional team of their support for the trust to apply**	**Trust submits application and required submissions, including board self-certification and supporting memorandum**	**Board-to-board meeting**
Trust requirements	• Trust takes decision to apply with support from ICB and NHS England region. • Trust prepares documentation required for advanced foundation trust assessment. • Board statements and supporting memorandum must be board approved.	• Submission of further information as requested by NHS England. • Key trust personnel interviews with NHS England if required.	• Work with NHS England to resolve any outstanding issues from board-to-board meeting. • Submit management letter of representation.

NHS England activities	• Review of existing available information (such as Provider Capability Assessment, medium-term plan, NHS Oversight Framework, NHS staff and patient surveys, CQC and third-party reports).
	• May carry out board and committee observations.
	• Early engagement with:
	  • trust (to kick off process, agree review logistics, set out submission requirements and set up key review meetings)
	  • relevant ICBs and commissioners
	  • CQC
		• Review of trust submissions.
		• Determine if and where further work is required and request further information as necessary.
		• Hold interviews with key trust personnel if required.
		• Board and committee observations.
		• Third party and stakeholder interviews.
		• Drafting of documentation for attendees at the board-to-board meeting.
		• Internal challenge and calibration.
			• Follow-up work following board-to-board meeting.
			• Receipt of letter from CQC detailing the information that the CQC currently holds on the provider based on its regulatory activities.
			• Prepare documentation for decision-making and approval.
			• Formal decision on whether to approve and communication of decision to trust.